USOE Data & Information Request Form
Curriculum and Instruction

The following form may be used to petition the Utah State Office of Education (USOE) Curriculum and Instruction department for data and information. Please understand that USOE data's primary purpose is to support required state and federal reporting, funding of local education agencies, education accountability, and public reporting. Data requests outside this scope can only be accommodated when resources are available. Data will not be provided unless there is a clear connection to policy or program evaluation that serves students and education in Utah.

If a data request is approved, it will be filled based upon Curriculum & Instruction priority list which may not be in accord with requester's timeline. A fee may also be charged for the time and resources spent to provide the data.

Before requesting data, please check the most recent Superintendent's Annual Report and other reports posted on the USOE website.   Data and information may be found under the various Curriculum Content Areas and Support Programs. Much data may also be found on the websites of other USOE departments and programs, such as Assessment & Accountability or School Finance & Statistics.

Please return completed form to:
Jennifer Lambert
Curriculum and Instruction Data Steward
Utah State Office of Education
250 East 500 South
PO Box 144200, Salt Lake City UT 84114-4200
Phone: 801-538-7892
E-mail: jennifer.lambert@schools.utah.gov

If the data request is approved, all requesters must adhere to the following requirements:
- Requester must be responsible for the information obtained, use it appropriately, and only for authorized purposes.
- Requester must not use the data for any other purpose or research other than the specific purpose stated in this request.
- If any student-level data is requested, requester will need to reach a separate formal agreement with USOE that will include guidelines on the handling of such data. Student-level data must also be handled in a manner consistent with FERPA law.
- Prior to publication/release, requester will provide any documents generated as a result of using data received from USOE for review and verification.
- If the requester deliberately or accidentally misuses the obtained information, the requester may lose access to data, face disciplinary action, and/or face dismissal or prosecution under the scope of all applicable federal and state laws.

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Section 1: Data Request - Requester <u>must</u> complete all fields. Failure to fully complete all fields in this section may result in a delay or denial of the request.	
Date of Request:	
Requestor:	
Requestor Title:	
Phone:	**E-mail:**
Mailing Address:	
Organization:	
Organization Type: (i.e. government, media, non-profit, academic)	
Project Title and Description:	
Project Director:	
Desired Date: (Data requests will be filled based upon Curriculum priority list)	
Is there someone at USOE who is already sponsoring your data request? If so, attach evidence (i.e. signed agreement or signed MOU).	☐YES ☐NO
Description of Data Request:	
Purpose/How Data Will Be Used:	
Potential Benefits to Utah Education:	
Overarching Question To Be Answered By This Data/Research Plan:	

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Variables of Interest and/or Data Elements Being Requested:
Selection Criteria and/or Filtered by What Variables:
Desired Delivery Format and Electronic File Type: (Attach a sample of the desired layout with sample column headings and descriptions of what each row/element should represent)
Has Similar Data Been Previously Collected—When and By Whom: (Attach copy if possible)
Additional Information:
Requester Signature:

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Section 2: Data Request - To be completed by USOE Analyst	
Follow-up Clarification Needed:	
Risk Analysis:	
Additional Notes:	
Analyst Signature:	
Date:	

Section 3: Data Request Approval	
Director Approval:	
☐ Approve ☐ Deny	Comments:
Director Signature:	
Date:	
Data Quality Manager Approval:	
☐ Approve ☐ Deny	Comments:
DQM Signature:	
Date:	
Board Approval: (If student-level and/or private data fields are requested)	
☐ Approve ☐ Deny	Comments:
Superintendent Signature:	
Date:	